

# Registration & Title System: Release 7.3.0 Prep Checklist

### **Purpose**

The purpose of this document is to provide Texas County Tax Assessor-Collector (TAC) Offices suggestions for preparing for the upcoming release. This tool is not intended to replace or precede any local county directives, but merely to serve as a supporting tool for TAC management.

Any sections below with "N/A for this release" do not have relevance to Release 7.3.0. However, future releases may benefit from this type of information.

## RTS Release 7.3.0 Statewide Rollout date: September 16, 2013

#### **Week Prior to Release Date**

#	Suggested Action	Done?
1	Receive the Release support material from TxDMV. Material also posted on the Tax Assessor-Collectors Hub.	Υ
2	Determine if any release changes will impact local county business processes (refer to Release Notes).	
3	County Change Network Representative distributes release materials to county employees.	
4	County employees read Release Notes document.	
5	County employees participate in TxDMV InfoXchanges September 11 <sup>th</sup> and 12 <sup>th</sup> to learn about the 7.3.0 changes and get questions answered.	
6	County Change Network Representative verifies impacted county employees understand the changes and impacts to local county processes.	
7	Submit any questions or concerns to TxDMV via the Help Desk 1-877-933-2020.	
8	Contact TxDMV Regional Office if missing any necessary supplies related to the release.	
9	Ensure all County RTS Workstations & Code Servers are <u>logged off</u> and left <u>on</u> when you leave the office for the weekend before September 16th.	

### **During First Week of Release**

#	Suggested Action	Done?
1	RELEASE DAY ACTION: No unique action for 7.3.0. Begin using new functionality!	
2	Complete RSPS flash updates (if appropriate).	
3	Call the TxDMV Help Desk 1-877-933-2020 with any problems or questions regarding RTS.	
4	Contact your TxDMV Regional Office with any policy or rule questions regarding Motor Vehicle Title and Registration.	

## **Follow-up Activities (within first month of release)**

#	Suggested Action	Done?
1	Provide feedback regarding the release to your TxDMV Regional Office.	
2	Provide input on improvement ideas for future releases to your TxDMV Regional Office.	

### **REMINDERS:**

- Release Notes are distributed to County Change Network Representatives and the TAC Listserv distribution list.
- ♦ All Release support material is available on the Tax Assessor-Collectors Hub.